

**SEPTEMBER 2003 AGENDA**

SUBJECT	X	ACTION
	X	INFORMATION
		PUBLIC HEARING
Standardized Testing and Reporting (STAR) Program: Approval to Redesignate Spanish Assessment of Basic Education, 2 nd Edition, (SABE/2) and Approval of 2004 Contract with CTB/McGraw-Hill.		

Recommendation:

It is recommended that the State Board of Education (SBE) redesignate the SABE/2 as the primary language test for the 2004 STAR Program. This action will continue the administration of the SABE/2 to Spanish speaking English learners for the Spring 2004 STAR Program. Attached is a copy of the Scope of Work and Cost Proposal for 2003. Revisions to the Scope of Work for 2004 and a Cost Proposal will be provided to the SBE as a Last Minute item.

Summary of Previous State Board of Education Discussion and Action

The State Board of Education (SBE) designated the Spanish Assessment of Basic Education, 2nd Edition (SABE/2) published by CTB/McGraw-Hill as the primary language test for the STAR Program during fall 1998. The test was designated for a four-year period ending with the 2002 administration. SBE has approved the annual costs and contract for the program each year since the original designation. SBE redesignated the SABE/2 as the primary language test for the 2003 STAR Program at its March 2002 meeting and approved the costs and contract at its September 2002 meeting.

Summary of Key Issue(s)

- Education Code section 60640(g) requires testing pupils of limited English proficiency who are enrolled in California public schools fewer than 12 months in their primary language if such a test is available.
- Section 60643(a)(1) states that the publisher of the test designated by the SBE shall enter into an agreement with California Department of Education by October 15 each school year.
- Section 60640(h)(2) of the Education Code specifies that the SBE shall annually establish the amount that each publisher shall be paid for each test administered under the agreements required pursuant to Section 60643.
- The amounts to be paid shall be determined by considering the cost estimates submitted by each publisher each September and the amount included in the Budget Act and by making allowances for the estimated apportionment costs to school districts.
- During spring 2003, approximately 108,000 Spanish-speaking English learners were administered the SABE/2: 41,220 of these students had been in California public schools fewer than 12 months and were required to be tested and 65,808 of the students had been enrolled 12 months or more and were tested as a district option.

Fiscal Analysis (as appropriate)

SABE/2 costs of approximately \$1.7 million (including the district apportionments for administering the test) are included in the STAR Program budget. No additional funding is required.

Attachment(s)

Attachment 1 [Scope of Work: SABE/2 STAR 2003 \(Pages 1-30\)](#)

Attachment 2 Last Minute Item - A Revised Scope of Work with a timeline and cost proposal will be provided.

Scope of Work: SABE/2 STAR 2003

Student Information SABE/2 STAR

As established throughout this contract, the Scope of Work for SABE/2 2003 is based on the estimated case count of 127,000 students.

A. Test materials production and publication

Based on the data projected from the past two years of the program, CTB will provide the following SABE/2 materials for spring 2003. Practice Tests will be included for grades 2-11.

CTB will work with CDE to ensure, where practical and meaningful, that materials are described to districts using a common nomenclature across the STAR and SABE/2 STAR contracts.

We will print documents with the SABE/2 STAR logo in sufficient quantity to ensure that all districts receive a booklet and answer document for each child tested. The practice materials will be standard SABE/2 materials.

Materials to be provided in 2003

TITLE/CODE	QTY NEW PRINT YEAR 2003
SABE/2 Level 2 Test book Code # 43172	56000
SABE/2 Level 2 Exam Manual Code #43176	13200
SABE/2 Level 3 Test book Code 43173	56000
SABE/2 Level 3 Exam Manual Code # 43177	14000
SABE/2 Level 4 Test book Code # 40990	40,000
SABE/2 Level 5 Test book Code # 40991	60000
SABE/2 Level 6 Test book Code # 40992	55000
SABE/2 Levels 4,5,6 Exam Manual Code # 43178	41000
Custom Levels 4,5,6 Answer Sheet Code # 43174Cut	125000
Custom Levels 4,5,6 Answer Sheet Code # 43175/CF	100,000
Custom Slip Sheet Code # 43180	142,000
Custom Test Coordinator's Manual Code # 43179	13000
Large Print (test books only) per grade	25
Practice Tests, Levels 2 – 3 Code # 11253	100,000
Practice Tests, Levels 4 – 6 Code # 11254	130,000

CTB will ship a 15% (10% school & 5% district) overage to each district. Braille books are not included in this proposal.

B. Delivery of test materials to school districts

All Spanish-speaking students in Grades 2 through 11 who have been in California Public Schools less than 12 months must be tested. Other English learners, whose primary language is Spanish, may be tested at the school district's discretion. CTB will contact each district to receive enrollment data. Enrollment/Order Form packages will be sent to districts in early October. Order Forms should be received by CTB no later than November 15.

Districts testing earlier than the suggested testing window of March 17 through May 23, with make-ups through May 30, will be at CTB's discretion. CTB is under no obligation to deliver early, but will accommodate districts as possible.

Students testing must take all subtests including Word Analysis. Study Skills is the only optional test. (Grades 4 - 12)

An order is completed for a school or a district.

SABE/2 STAR 2003 test materials will be packed by school, and then shipped to the district for distribution. Each shipment will include packing lists that the District Coordinator will be asked to check. If a discrepancy is found, the Coordinator will have a toll free number to call to notify CTB within two (2) working days of the receipt of the shipment. CTB will remedy the discrepancy within two working days of the school district report.

A bill of lading is prepared for each shipment, a copy of which is kept as a record. This bill includes the date of shipment, the number of skids and cartons in each shipment, and the carrier used.

All districts are sent materials via Con-Way and UPS because they are secure carriers.

After the shipments have been sent, Traffic Control traces shipments as needed.

Delivery

CTB provides secure delivery and retrieval to and from California school districts.

It is anticipated that all deliveries will be made no more than 25 days nor less than 10 days before each districts first scheduled test date or other specified dates included in changes in Title 5 regulations. CTB has considerable experience in working with districts on processes, and procedures are in place to ensure correct deliveries. This includes access to help via a toll-free number.

The ordering and fulfillment process will follow specific procedures that have been developed and proven effective for many years, including

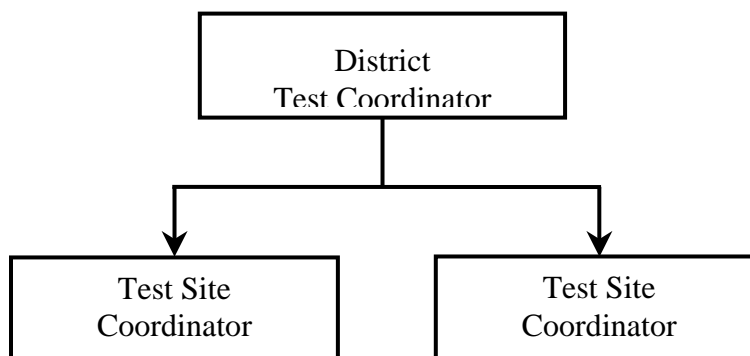
- Tracking incoming orders
- Providing procedures to accommodate late additional orders and changes to orders
- Providing a toll-free number for support
- Tracking shipments
- Providing instruction for districts (inventory and assembly of test materials)

Retrieval

The SABE/2 STAR 2003 custom contract scoring team will schedule and arrange for the pickup of test materials no more than 5 days from the districts notification to CTB. The District Coordinator will be provided a toll-free number to call (with fax backup) when all answer documents for schools in the district have been packaged and are ready for pickup. The CTB coordinator will verify the pickup address, contact person, business hours, and total number of boxes. The CTB coordinator will arrange transportation and provide the District Coordinator and contact person with information about the carrier, pickup date, and confirmation number. Upon arrival of the documents, the CTB Receiving Department will check the box count against the number recorded. The District Coordinator will be contacted if discrepancies exist, and tracking procedures will be initiated with the carrier. CTB uses a number of carriers that have proven to be reliable, including UPS, FedEx, Emery, Roadway, and Conway.

On-Site Security

A primary focus of the security program is the handling of the test materials at the districts and schools. CTB will rely on the existing network of District Coordinators and Test Site Coordinators who will be responsible for the security of the testing instrument while the tests are on-site.



CTB will provide security-handling instructions for district and school test administrators that will detail the receipt, handling, storage, administration, retrieval, and return of materials. This information will be included in the SABE/2 STAR 2003 Test Coordinator's Manual. The manual will include:

- Security agreements for district and school personnel, to be signed and kept by the district test coordinator for all personnel who will be handling the tests.
- Security document checklist for district coordinators, with specific security warnings and instructions.
- Receipt procedures for the test materials to verify that all materials were received, including instructions to rectify material shortages before testing begins.
- Procedures for storing testing materials in secure facilities.
- Procedures for ensuring that test booklets are not accessed by unauthorized persons.
- Instructions for distribution of Test Coordinator's Manuals and test booklets on testing date.
- Inventory procedures for handling the testing materials at each point in the testing process to maintain accountability and integrity.
- Procedures for the collection and accounting of all test booklets and answer documents after regular and make-up testing periods.
- Instructions for returning the test materials to CTB for scoring and reporting.
- CDE will do a follow-up to secure all forms
- The coordinator will be expected to take all necessary precautions to safeguard all tests and test materials by limiting access by persons within the school district. The coordinator will be asked to sign a security agreement in which he/she agrees to be responsible to: Keep on file the names of all persons having access to tests and test materials.
- Require all persons having access to the materials to sign a Security Affidavit that will be kept on file at the school or district office.
- Keep the tests and test materials in a secure, locked location.
- Monitor and track test inventory and ensure that tests returned for processing or destruction are properly accounted for and paperwork is correctly filled out.
- Provide secure transportation of test materials within the school district.

CTB has designed and instituted procedures to maintain the integrity and security of all assessment materials. This is a requirement of any high-stakes assessment program.

Test booklets at Levels 2 and 3 are consumable. This increases the security, since students will write directly in the test booklet and the completed test booklets will be returned to CTB where they will be stored or destroyed as required. Districts will also return all booklets for Levels 4 through 6, as well as, each student's scan-able answer document. The implementation of a comprehensive security plan requires close attention by all members of the team who have access to secure materials, including CTB employees and state, district, and school personnel. A good working relationship facilitates immediate identification of any potential security violations and encourages discussion regarding preventative and corrective actions where necessary.

CTB understands that SABE/2 STAR 2003 materials are to be maintained in a secure manner during development, printing, administration, and scoring in order to preserve the integrity of the tests. When not in use, all test materials will be kept in secure, locked storage. Individuals involved in the development, printing, administration, or scoring of SABE/2 STAR 2003 who have access to secure test items or materials will be provided with a copy of CTB's security requirements and procedures.

Answer Documents

CDE will finalize the demographic pages for the 2003 test booklets and answer documents by early August and forward them to CTB. Based on these demographic changes in the answer document, the pre-ID file will be changed to conform to both the changes and ETS specifications. Student biographical data will be collected either by means of the optional pre-coding of slip sheets or by completion of demographic grids on the SABE/2 STAR 2003 answer document, which is designed to collect all of the information required for reporting by the State Department of Education.

CTB will work with CDE to ensure that the answer document collects all required information. In addition, CTB and CDE will look at ways to clarify identification of students who are English only (immersion). Schools and districts are responsible for completion of student demographic data. CTB will work with districts to facilitate the correction of omissions when we are notified. Districts will be charged \$2.60 for demographic edits. (see section C6, Zero Tolerance). When the omissions are critical, they may impact turn-around time. CDE will be notified by CTB about district errors in coding. In such instances CTB will ask for recommendations from the CDE on how to proceed.

If the EL column for “Less than 12 months” and “12 months or more” is left blank on the student documents, CTB will not report these students in the EL disaggregation summaries.

If the testing accommodation fields are left blank, ‘the students will be counted as having had No Accommodations and will be included in all the summary data.

The front cover of the answer sheet is designed to collect information from the student including student name, birth date, grade and other demographic information and to be pre-coded. CTB will print both cut-sheet and continuous form answer sheets to accommodate both in-school hand coding and pre-coding by CTB.

A second demographic section is designed to collect information for school and district use only, with the exception of the slipsheet for use with levels 2 and 3.

Envelopes will be provided for the return of answer booklets. Booklets will be placed in the envelopes and will be accompanied by a Group Information Sheet (GIS). The GIS, shown below, identifies the teacher and the number of students in the class and the school.

[illegible]

Pre-coding Services (Optional)

Pre-coded data may include student ID numbers, district and school numbers, and special group codes. The data is typically printed on machine-

readable answer documents, or a slip-sheet. In addition to the pre-coded printing, all pre-coded data may also appear in human-readable format. The final pre-coding specifications will be approved by CDE and will correspond to those used by the STAR program.

The source of the pre-coding can be customer input from mainframe cartridges or tapes, or PC diskettes of any format. The submitted data should contain only the data to be pre-coded. Test data will be required in accordance with specifications agreed to at least three weeks prior to the receipt of the final pre-ID document printing. Formatting of the test data will be checked for compliance, and any necessary corrections or adjustments will be negotiated between CTB and the districts prior to the format of run data. The district is responsible for making the corrections or adjustments and providing a new set of data. These quality assurance precautions ensure rapid turnaround after receipt of the run data.

C. Test processing, scoring and analysis

1. Pre-Scoring (prework):

- Establish contact with the school districts to obtain information regarding the test coordinator, test materials, test dates, and scoring services.
- Enter into the database all the scoring services requested for each school district.
- Provide pre-coded Group Information Sheets (GIS) and School Group Lists (SGL) to the districts in the Test Coordinator's Kit.
- Provide pre-coded documents (slipsheets and answer sheets) if requested by the district.
- Assist districts in packaging and finalizing transportation arrangements.
- Distribute District Contact Information Form to obtain STAR Test Coordinator information.
- Distribute Custom Order Forms for SABE/2 STAR materials.
- Distribute Custom Test Coordinator's Manual to address specific requirements for the STAR program.

Quality Control Steps:

- A front-end kit is provided to Operations prior to the arrival of documents for Scoring. The front-end kit is used to verify that all the materials we were expecting from each district were received..

2. Receiving:

- Carriers deliver answer documents to CTB.
- Boxes are unloaded, counted, and organized by district.
- Electronic tracking records are initiated for each district.
- All receipts are logged and organized for processing within 24 hours of receipt.
- Districts are notified of any missing boxes.
- Set up dedicated carriers for pickup of documents from districts.

Quality Control Steps:

- Count every box received from a district and notify the districts and/or carriers of any discrepancies.
- Create electronic tracking records for every district to keep track of the customer's job in every workstation from the time it is received..

3. Log-In:

- Document type, student counts, and structure are verified against district materials to ensure that student data will be processed and organized accurately.
- Test materials are sorted and organized by district for Scanning.
- Any case count discrepancies are resolved before moving the customer's job to the next workstation.
- Inventory all the test materials received from the districts.

Quality Control Steps:

- Verify that all the grades and schools have been received by checking against the prework data.
- CDS numbers on the GIS are verified against the CDS file provided by CDE. CDE will supply a data file of charter schools electing to test independently.
- Ensure that 100% of the test books and examiners manuals were received by verifying the information against the material fulfillment data

4. Scanning:

- Test documents are trimmed and scanned on 5000i scanners, operating at 6,000 sheets per hour.
- Student biographical data and responses are captured on tape and uploaded to the Mainframe using standard scanning rules.
- Custom scan drivers for the SABE/2 STAR documents
- Capture the additional biographical and demographic student data.

Quality Control Steps:

- Calibrate the scanners periodically to capture accurate data.

5. Updates:

- Verify scanned student counts against counts from the district.
- Edit student data, applying standard edits for student names, birth dates, and scores.
- Edit the additional biographical and demographic information required for SABE/2 STAR.

Quality Control Steps:

- Verify and resolve individual student data for missing names and birth dates, low scores, and unscannable documents.
- Verify that all documents were scanned and that the hierarchical integrity was maintained.

6. Zero Tolerance

CTB will implement the following procedures for any/all data discrepancies identified for required biographical and demographic fields that may be blank/invalid within the scanned student records.

- CTB's Edit Error Report will be faxed to the district office for resolution. CTB will print confirmation of delivery for each fax sent. If a fax does not go through, a call will be placed to the site and arrangements will be made to refax/re-send the Edit Error Report to the site.
- The district office will have 48 hours from the confirmed data and time of delivery of the faxed Edit Error Report to provide CTB with resolution for any/all discrepancies identified. The site will return the original Edit Error Report via fax with the appropriate data to resolve each case. The site must provide resolution information that is legible and clearly identified in order for CTB to consider that the site has met their obligation to provide this information.

- If the district does not provide CTB with resolution by the established deadline, CTB will fax a notification of missed deadline to CDE with cc to the site. CDE will have 48 hours from the confirmed date and time of delivery of this fax to provide CTB with resolution for any/all discrepancies identified for the site.
- If CTB does not receive resolution from CDE within 48 hours, CTB will release the site's documents and process as received. This means that the answer documents will be processed with blank/invalid coding, and reports will be generated for the site and the data will be included in aggregate summary data (including the Internet data).
- CTB will provide an invoice to CDE for any/all updates to student records.
- CTB will provide CDE with a master EXCEL file identifying each site that has been identified as having data discrepancies. The EXCEL file will be provided as soon as the Edit Error Reports begin to be generated, and will be updated on a weekly basis and sent to CDE via email.

7. Reports Generation:

- Scanned and edited data is checked to ensure that we received all the schools and grades expected for a given school district.
- Discrepancies related to individual student data or questions related to special population categories are verified before submitting reports.
- All reports for a given school district are run once the data has been verified.
- Forward all billing related information to Billing.
- Assign and set up unique Scoring Organization to identify SABE/2 STAR customers.
- For multi-track districts, submit reports for all the schools within a track and submit reports for a district after scoring the last track for that district.
- Provide Custom GRT to include the additional SABE/2 STAR demographic information.
- Provide custom software in addition to downloads for TestMate Clarity customers.
- Print all reports with custom SABE/2 STAR Logo.

Quality Control Steps:

- Verify data from Updates against the School/Group List filled out by the districts.
- Verify and resolve any issues involving special population categories.
- Verify the CDS numbers to ensure accurate reporting of the data for each school and district.
- Ensure that the correct scoring services were prepared for the customer by checking against pre-work.

8. Reports provided

CTB will provide a disaggregated summary report at each of the following levels: school, district, county and state. This report will be disaggregated as required by the enacting legislation. That is:

- Special Education*
- male
- female
- Less than 12 months
- 12 months or more
- economically advantaged
- economically disadvantaged

*Note: Aggregations will not exclude students with special accommodations.

9. Reports include:

1. **Basic/CRS** — The Class Summary Report (CSR) provides a permanent record of test results for students in a class or another specified group.
2. **Spanish Home Report** — provides parent/guardians with normative information about their child's academic achievement.
3. **Student Profile Report** — identifies an individual student's strengths and weaknesses in both norm- and criterion-referenced terms, intended primarily for classroom teachers.
4. **Evaluation Summary** — helps school and district administrators evaluate the overall effectiveness of their education programs.
5. **Internet reports**— include data summarized at four levels: state, county, district, school; research files (data) posted online for public access.

6. **OPR** Objectives Performance Report Summary by class
7. **GRT** General Research Tape provides all student data
8. **SGRT** Summery General Research Tape provides by State, County and District

Log-Out and Delivery:

Delivery

Reports will be shrink-wrapped in class packages for return to districts. Districts will distribute to schools. All reports will be returned by secure carrier and require a signature upon delivery.

Districts will have a toll-free telephone number to call for information on their reports.

Shelf:

- Packing lists with appropriate addresses are generated for each district.
- All report packages are verified for completeness.
- Report packages are boxed and shipped to the districts via traceable carriers.
- Receipt signatures are recorded in the tracking system for proof of delivery.

Quality Control Steps:

- Ensure that all reports for a given district were printed and are complete.
- Ensure that reports are shipped to the correct address and are delivered on-time and in good condition.

Telephone Coverage and Staffing

- CTB will provide customer service via a toll free number between the hours of 7:00 am and 5:00 p.m. Pacific Standard time.
- The toll free number will be staffed with five customer service representatives and a manager.
- All employees on the Help Desk will work 100% on the California contracts including STAR, SABE/2 STAR and CELDT.
- This will ensure consistency in the message to our California District Test Coordinators and help to streamline the communications.
- A system will be in place to record customer concerns and log them for reporting and analysis purposes.

- An electronic version of that log will be made available to CDE with ten days prior notification.
- Scoring team members are also designated for the SABE/2 STAR Hotline.
- Customer will be routed to the designated team member based on the Area Code.
- If the scoring team member is not available to take the call, it will be routed to the next team member in the SABE/2 STAR team.
- If team members are not available, the customer goes into Voice-mail with a "0" out option to go to the Scoring Help Desk.
- All customers who leave messages will be called within 24 hours.

Contingency Plans:

- Have a third line activated for use during peak periods and have it staffed accordingly.
- Hire additional personnel for phone coverage if needed.
- Explore other options such as using Customer Service for additional coverage.

Program Support

California Evaluation Consultants representing CTB will conduct pre-test SABE2 workshops to assist District STAR Coordinators to prepare for the spring 2003 test administration. All workshops will be held in conjunction with CAT/6 and CST workshops. CDE must approve all dates, times and locations of the workshops. They will also be available to provide district support with in-service training for school personnel in the use and understanding of reports.

Report interpretation information will also be posted on the SABE/2 STAR 2003 Website.

D. SABE/2 STAR scoring deliverables Spring 2003

General Requirements

CDE will have total review and approval of all documents, that is all letters, forms or other materials that will be distributed will be submitted to CDE for final approval. In order to accommodate this requirement, CTB requests that a 5 day turnaround time be implemented

In order to protect student confidentiality, all scores that are based on 10 or fewer students will not be reported and asterisks will appear on the reports

The test dates for Spring 2003 will be reported back to the district at the bottom of their reports

All reports will report a common test date, determined by CDE and CTB, at the bottom of each report. All reports, except the label and the Spanish Home Report will include the following footnote on all pages re: Special Accommodations:

- “Reference scores may not be valid for the subtest(s) where the student was given test accommodations.”
- The Spanish Home Report will provide the Spanish translation of the above footnote.
- The Label, due to space limitations, will report the following text at the beginning of each group of students’ individual Labels: “Scores for accommodated students may not be valid.”.

Regular Population—Excludes Special Accommodations

(No Special Report Titles):

Report	Mode	Scores	# of Copies (each mode)	Type of Select
Student Label	Class	RP, RNCE, RS, NCR	1	Does not Exclude Accommodations
Spanish Home Report	Class	RP	2	Does not Exclude Accommodations
Student Profile Report	Class	RP, RNCE, RS, NCR	2	Does not Exclude Accommodations
Class Record Sheet	Class w/ class means	RP, RNCE, RS, NCR	2	Does not Exclude Accommodations
Class Record Sheet Summary (suppress detail)	School & District	MDRP, MRNCE, MRS, MNCR	2	Exclude Accommodations
Objective Performance Summary	School & District	By Objective: % above 75 OPI & Average OPI	2	Exclude Accommodations
Evaluation Summary	School, District, County, & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	Exclude Accommodations Also, for County and State modes only: - Exclude Grades 1 and 12

Students with Accommodations

(All Report Titles = “ACCOMMODATIONS ONLY”): The special accommodations population will receive the same aggregate reports and scores as the ‘regular population’ (defined above) for class, school, and district modes only. The exception is that reference scores are not available for off-level test takers. Therefore, since the reference percentile is the only score provided on the Spanish Home Report, this report will not be provided for off-level testing.

Disaggregate Reports:

Report	Mode	Scores	# of Copies (each mode)	Type of Select
Class Record Sheet Summary (suppress detail) (Title: "MALE")	School & District	MDRP, MRNCE, MRS, MNCR	2	(Male) & (No Accommodations) & any/all off level
Evaluation Summary (Title: "MALE")	School, District, County, & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	(Male) & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1 and 12
Class Record Sheet Summary (suppress detail) (Title: "FEMALE")	School & District	MDRP, MRNCE, MRS, MNCR	2	(Female) & (No Accommodations)
Evaluation Summary (Title: "FEMALE")	School, District, County, & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	(Female) & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1 and 12
Class Record Sheet Summary (suppress detail) (Title: NSLP/NSLPF)	School & District	MDRP, MRNCE, MRS, MNCR	2	() NSLP & (No Accommodations)
Evaluation Summary (Title: NSLP/NSLPN)	School, District, County, & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	() NSLP & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1 and 12
Evaluation Summary (Title: NSLP/NSLPN)	School, District, County, & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	() NSLP & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1 and 12

Report	Mode	Scores	# of Copies (each mode)	Type of Select
Class Record Sheet Summary (suppress detail) (Title: "LESS THAN 12 MONTHS")	School & District	MDRP, MRNCE, MRS, MNCR	2	(less than 12 months) & (No Accommodations)
Evaluation Summary (Title: "LESS THAN 12 MONTHS")	School, District, County & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	(less than 12 months) & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1 and 12
Class Record Sheet Summary (suppress detail) (Title: 12 months or more	School & District	MDRP, MRNCE, MRS, MNCR	2	(12 months or more) & (No Accommodations)
Evaluation Summary (Title: "12 months or more")	School, District, County & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	(12 months or more) & (No Accommodations) Also, for County and State modes only: - Exclude Grades 1 and 12
Class Record Sheet Summary (suppress detail) (Title: "SPECIAL EDUCATION")	School & District	MDRP, MRNCE, MRS, MNCR	2	(Special Education)
Evaluation Summary (Title: "SPECIAL EDUCATION")	School, District, County & State	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	(Special Education) Also, for County and State modes only: - Exclude Grades 1 and 12

General Research Tapes:

Report	Mode	Scores	# of Copies (each mode)	Type of Select
GRT (Tape or Disk) with student names	District (upon request)	All available scores	1	All test scores for all students in grades 2- 12 *
GRT (on CD ROM) with student names	State	All available scores	1	All test scores for all students in grades 2- 11 --(i.e.: <u>exclude</u> Grade 12)

*** Districts to pay for Grade 12**

Reporting to the State including electronic files

State Summary Files (for CDE use): The following State summary files will be provided

Report	Mode	Scores	# of Copies (each mode)	Type of Select
Summary Data Files	State, County, District, School	<p>Total N by Grade NOTE: All n-counts = total number of students tested.</p> <p>-----</p> <p>By Total Reading, Total Mathematics, Total Language, & Spelling: RP of the MRNCE-TITLE: "RP for 'Avg.' Student Score" % of students above the 75th RP: Based on Cumulative N-Count* % of students above the 50th : Based on cumulative N count* % of students above the 25th : Based on cumulative N count*</p>	1	<p>Grades 2-11 Eight total populations: *1) All Students (mandatory/"less than 12 months" non-mandatory/"12 months or more"*2) Mandatory only (coded as "less than 12 months *3) Non-mandatory only (coded as "12 months or more 4) All FEMALE (same as #1) 5) All MALE (same as #1) 6) All SPECIAL EDUCATION (same as #1) - All data excludes students identified as Special Accommodations, except for #8 All SPECIAL EDUCATION. - Exclude Grades 1 and 12 - Suppress SPELLING for Grades 9-11 only - Suppress WORD ANALYSIS - Suppress STUDY SKILLS</p>

***NOTE:** Two of the six populations will be loaded to CTB's website.

Immersion Population* (All Report Titles = “IMMERSION”):

Report	Mode	Scores	# of Copies (each)	
			Type of Select	
Student Label	Class	RP, RNCE, RS, NCR	1	All Immersion Students
Spanish Home Report	Class	RP	2	All Immersion Students
Student Profile Report	Class	RP, RNCE, RS, NCR	2	All Immersion Students
Class Record Sheet	Class	RP, RNCE, RS, NCR	2	All Immersion Students
Class Record Sheet Summary (suppress detail)	School & District	MDRP, MRNCE, MRS, MNCR	2	All Immersion Students
Objective Performance Summary	School & District	By Objective: % below 75 OPI & Average OPI	2	All Immersion Students
Evaluation Summary	School & District	MRNCE, MNCR, RP of the MNCE ----- RP & RNCE @ 10 th , 25 th , 50 th , 75 th , 90 th , # of % per quarter	2	All Immersion Students

*Immersion = English-speaking students who are not EL and who tested with SABE/2 STAR

Internet Reporting

Reports will be provided online, after CDE approval, with data summarized at four levels (state, county, district, school), including one report for the State of California, and reports for all participating schools, every county, and every school district within the State. Research files for the same summary data will be posted online for public access.

Transition to 2004

CTB will prepare and transport to CDE all data for 1999-2003 years and prepare web page construction for transition to CDE's web page. All data such as web page headers and footers, Logos that are CBT's property will be removed from said pages. Technical requirements such as format, look and feel are to be determined will need to review/confirm CDE server specs (mostly concerned that CDE maintains UNIX servers with PERL support). If so, the migration of reports and data should be fairly direct. Need to confirm that the current display of data and information across the SABE/2 STAR support site will be maintained after the transition. (This includes site indices, general info pages "about the program", Spanish translations, copyright information in the report footers, etc.)


Sample SABE/2 STAR Website page

SABE/2 STAR State Summary Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ctb.com/SABE2STAR/reports/00-00000-0000000-a.html> Go

The California State Summary Report Spring 2001



SABE/2 STAR Summary Report for All Students
(Note: All data excludes Special Accommodations students, except the data for the Special Education population.)

Total Number Tested: 116215
Data uploaded on August 15, 2001

[SABE/2 STAR homepage](#)
[Link to the comparable 2000 report](#)
[Link to the comparable 1999 report](#)

Grade	2	3	4	5	6	7	8	9	10	11
Total Reading	N=28500	N=22336	N=15619	N=11603	N=6902	N=6764	N=5554	N=9297	N=4959	N=2415
RPR for "Avg." Student Score	59	64	60	58	55	56	55	50	53	48
% Scoring Above 75th RP	29	35	34	29	27	30	30	25	27	23
% Scoring Above 50th RP	61	67	59	60	51	55	53	50	53	49
% Scoring Above 25th RP	83	88	84	85	79	77	76	75	80	75
Total Mathematics	N=28115	N=22213	N=15558	N=11606	N=6832	N=6678	N=5472	N=9255	N=4919	N=2394
RPR for "Avg." Student Score	64	66	61	60	53	49	44	40	39	31
% Scoring Above 75th RP	39	42	37	31	30	23	22	16	15	12
% Scoring Above 50th RP	63	68	60	61	50	48	43	40	35	29
% Scoring Above 25th RP	82	85	82	81	75	71	68	67	65	54
Total Language	N=28331	N=22075	N=15447	N=11504	N=6744	N=6628	N=5441	N=9034	N=4761	N=2307
RPR for "Avg." Student Score	62	64	58	61	58	63	61	54	50	44
% Scoring Above 75th RP	39	37	35	34	34	40	35	29	21	14
% Scoring Above 50th RP	63	67	59	61	56	60	61	54	52	46
% Scoring Above 25th RP	83	85	81	83	83	83	83	79	77	75
Total Spelling	N=28493	N=22289	N=15531	N=11524	N=6793	N=6685	N=5497	N=	N=	N=
RPR for "Avg." Student Score	57	60	55	57	47	58	54			
% Scoring Above 75th RP	35	30	28	30	17	26	19			
% Scoring Above 50th RP	63	61	60	58	49	62	61			
% Scoring Above 25th RP	84	83	78	86	72	82	83			

1. RP stands for Reference Percentile.
2. RPR stands for Reference Percentile Rank.
3. The RPR is based on the Mean Reference Normal Curve Equivalent (MRNCE) score for each group.
4. In order to protect student confidentiality, asterisks appear where scores are based on 10 or fewer students.

CTB/McGraw-Hill
A Division of The McGraw-Hill Companies

Local intranet

State Internet Reporting: It is anticipated that CTB will provide internet reporting as in the previous years of the program.

Report	Mode	Scores	# of Copies (each mode)	Type of Select
Internet Summary Reports (English text only)	School, District, County & State	<p>Total N by Grade NOTE: All n-counts = total number of students tested. ----- By Total Reading, Total Mathematics, Total Language, & Spelling: RP of the MRNCE-TITLE: "RP for 'Avg.' Student Score" % of students above the 75th RP: Based on Cumulative N-count % of students above the 50th : Based on Cumulative N-count % of students above the 25th : Based on Cumulative N-count</p>	1	<p>Grades 2-11 Eight total populations: 1) All students (mandatory/"Less than 12 months" non-mandatory/"12 months or more," and blank coded EL) 2) Mandatory only (coded as "Less than 12 months") 3) Non-mandatory only (coded as "12 months or more")</p> <ul style="list-style-type: none"> - All data excludes students identified as Special Accommodations - Exclude Grades 1 and 12 - Suppress SPELLING for Grades 9-11 only - Suppress WORD ANALYSIS - Suppress STUDY SKILLS

***NOTE:** Two of the six populations will be loaded to CTB's website.

State Internet Reporting Data Files: The deliverable files are described in the table below.

Report	Mode	Scores	# of Copies (each mode)	Type of Select
Data Files on the website identified as "Research Documents" in two formats: Fixed-length ASCII Tab-delimited ASCII Both formats will be provided in both Mac and PC.	School, District, County & State	Total N by Grade NOTE: All n-counts = total number of students tested. ----- By Total Reading, Total Mathematics, Total Language, & Spelling: RP of the MRNCE-TITLE: "RP for 'Avg.' Student Score" % of students above the 75 th RP: Based on Cumulative N-count % of students above the 50 th RP: Based on Cumulative N-count % of students above the 25 th RP: Based on Cumulative N-count	1	Grades 2-11 Three populations per mode: 1) All students (<u>mandatory/" Less than 12 months," non-mandatory/"12 months or more," and blank coded EL</u>) 2) Mandatory only (coded as "Less than 12 months") 3) Non-mandatory only (coded as "12 months or more") - All data excludes students identified as Special Accommodations - Exclude Grades 1 and 12 - Suppress SPELLING for Grades 9-11 only - Suppress WORD ANALYSIS - Suppress STUDY SKILLS

State Internet Reporting Data Files: The deliverable files are described in the table below.

Report	Mode	Scores	# of Copies (each mode)	Type of Select
Data files on the website identified as "Research Documents" in two formats: Fixed-length ASCII Tab-delimited ASCII and Both formats will be provided for both Mac and PC.	School, District, County & State	Total N by Grade NOTE: All n-counts = total number of students tested. ----- By Total Reading, Total Mathematics, Total Language, & Spelling: RP of the MRNCE-TITLE: "RP for 'Avg.' Student Score" % of students above the 75 th RP: Based on Cumulative N-count % of students above the 50 th RP: Based on Cumulative N-count % of students above the 25 th RP: Based on Cumulative N-count	1	<p>Grades 2-11</p> <p>Two populations per mode:</p> <p>1) All students (<u>mandatory/"Less than 12 months," non-mandatory/" 12 months or more"</u> and blank <u>coded EL</u>)</p> <p>2) Mandatory only (coded as "12 months less")</p> <p>3) Non-mandatory only (coded as "12 months or more")</p> <ul style="list-style-type: none"> • All data excludes students identified as Special Accommodations • Exclude Grades 1 and 12 • Suppress Spelling for Grades 9-11 only • Suppress Word Analysis • Suppress Study Skills

Proposed Timeline

A proposed timeline follows. This timeline provides timing and task responsibility for each step in the SABE/2 STAR 2002 process. The major deliverable dates correspond to the invoice dates on the Cost Proposal that follows.

Proposed SABE/2 STAR 2002 Timeline

Date	Task
09/20/02	Meeting: CTB and CDE Planning Meeting in Sacramento
09/16/02-10/22/02	Develop packet of materials and ancillaries (order forms, TCM, Slipsheets, etc.) for CDE approval.
1/11/03-3/11/03	Programming front-end scan and raw score edit programs for the answer sheet, answer booklet, and slip sheet
10/15/02	Confirm 800# up and working and staffed for calls from 7:am-6:pm (Phone: 888-282-0525; FAX: 888-282-0224)
10/15/02	Board approval of Final Regulations/Amendments
10/11/02-1/12/03	CTB receives CDE approvals to print all test materials
10/01/02	In-site delivery of SABE/2 STAR District Coordinator packets (Materials Quantity/Address Form, Optional Materials Order Form, Scoring Services Order Form, Optional Scoring Services Order Form-Grade 1, Precode Order Form, TestMate Clarity, & Pre-Test Workshop Info.)
11/15/02	CTB receives all enrollment forms with contact information and n-counts for Large Print
12/03/02	CDE approval of CTB's precode layout (for districts precoding answer sheets/slipsheets).
12/07/02	In-site: Precode layout to districts precoding answer sheets
1/10/03-3/11/03	Programming back end reporting programs
01/22/03	TCM Camera Copy complete
01/22/03-02/19/03	TCM Printing
01/24/03	Pick and pack of materials begins
01/30/03	CTB receives all Materials Quantity/Address Forms and order forms from the sites
02/12/03 - 04/13/03	CTB sends materials to districts
02/18/03	Early testing window begins (information needed from districts for precoding 3 weeks prior to testing)
03/05/03	Earliest receipt of test materials for scoring (from districts who participated in early testing)
03/17/03 5/23/03	Testing window (information needed from districts for precoding 3 weeks prior to testing)
05/23/03-05/31/03	Latest make-ups testing window
06/16/03	Last day for CTB to receive materials from sites for scoring.
07/30/03	All scoring deliverables (reports and GRTs/diskettes) complete in state and district sites
08/15/03	State data available on CTB's website (with link to CDE website).
08/29/03	State evaluates CTB's performance

Invoice dates will be subject to completion of each of the component tasks.

Cost Proposal

CTB/McGraw-Hill is pleased to provide costs for the SABE/2 STAR 2003. The costs shown in this section correspond to the information and specifications found in our proposal. Costs for each task are provided separately. If changes are made to one task, it may have an impact on all other tasks so that re-pricing of the entire proposal may be required after any negotiation process.

CTB submits the following proposed costs and invoice schedule. This schedule includes a detailed listing of the costs for each component task by fixed and variable costs.

Costs provided by Task:

Case Count= 100,000 – 126,999	Fixed	Variable n=100,000	Variable per pupil in range	Total n=100,000	Total per pupil n=100,000
A. Test Materials	\$104,558	\$266,792	\$2.67	\$371,250	
B. Delivery of tests	\$157,734	\$142,925	\$1.43	\$300,659	
C. Test processing	\$169,276	\$77,285	\$0.77	\$246,561	
D. Reporting	\$100,026	\$89,990	\$0.90	\$190,016	
E. Reporting to State	\$100,026	\$	\$	\$100,026	
Total	\$631,520	\$576,992	\$5.77	\$1,208,512	\$12.09

Case Count 127,000 – 149,999	Fixed	Variable n=127,000	Variable per pupil in range	Total n=127,000	Total per pupil n=127,000
A. Test Materials	\$ 104,458	\$ 293,112	\$ 2.31	\$ 397,570	
B. Delivery of tests	\$ 157,734	\$ 158,657	\$ 1.25	\$ 316,391	
C. Test processing	\$ 169,276	\$ 83,362	\$ 0.66	\$ 252,638	
D. Reporting	\$ 100,026	\$ 99,497	\$ 0.78	\$ 199,523	
E. Reporting to State	\$ 100,026	\$		\$ 100,026	
Total	\$ 631,520	\$ 634,626	\$ 5.00	\$1,266,148	\$ 9.97

Case Count 150,000 – 199,999	Fixed	Variable n=150,000	Variable per pupil in range	Total n=150,000	Total per pupil n=150,000
A. Test Materials	\$ 104,458	\$ 320,786	\$ 2.14	\$ 425,244	
B. Delivery of tests	\$ 157,734	\$ 171,509	\$ 1.14	\$ 329,243	
C. Test processing	\$ 169,276	\$ 92,107	\$ 0.61	\$ 261,383	
D. Reporting	\$ 100,026	\$ 109,575	\$ 0.73	\$ 209,601	
E. Reporting to State	\$ 100,026			\$ 100,026	
Total	\$ 631,520	\$ 693,977	\$ 4.62	\$1,325,497	\$ 8.84

Costs provided by Task (continued):

Case Count 200,000 – 299,999	Fixed	Variable n=200,000	Variable per pupil in range	Total n=200,000	Total per pupil n=200,000
A. Test Materials	\$ 104,458	\$ 385,367	\$ 1.93	\$ 489,825	
B. Delivery of tests	\$ 157,734	\$ 207,505	\$ 1.04	\$ 365,239	
C. Test processing	\$ 169,276	\$ 110,105	\$ 0.55	\$ 279,381	
D. Reporting	\$ 100,026	\$ 129,161	\$ 0.65	\$ 229,187	
E. Reporting to State	\$ 100,026			\$ 100,026	
Total	\$ 631,520	\$ 832,138	\$ 4.17	\$1,463,658	\$ 7.32

Case Count 300,000 –	Fixed	Variable n=300,000	Variable per pupil in range	Total n=300,000	Total per pupil n=300,000
A. Test Materials	\$ 104,458	\$ 520,880	\$ 1.74	\$ 625,338	
B. Delivery of tests	\$ 157,734	\$ 279,497	\$ 0.93	\$ 437,231	
C. Test processing	\$ 169,276	\$ 149,277	\$ 0.50	\$ 318,553	
D. Reporting	\$ 100,026	\$ 177,862	\$ 0.59	\$ 277,888	
E. Reporting to State	\$ 100,026			\$ 100,026	
Total	\$ 631,520	\$1,127,516	\$ 3.76	\$1,759,036	\$ 5.86

Optional Services

CTB also offers districts the option to pre-code their answer documents. This is a process we strongly support since it helps to eliminate errors in the reporting process. Set-up costs for pre-coding are included in the task costs as in the previous year. Pre-coding has been described in the Scope of Work. We delineate the cost to districts.

Also included is the cost of materials to be charged to those districts who over order materials and do not send them in for scoring. Though one Examiner's Manual is provided per package of five, some districts may wish to order additional manuals. Manuals can be ordered at the price noted in the chart on the following page.

Optional Services

Service	Levels 2 – 3	Levels 4-6
Pre-coding Services	\$.58 per slipsheet*	\$.35 per answer sheet
Examiner's Manuals	\$11.50 per manual	\$11.50 per manual
Additional Materials	\$5.52 per student	\$ 5.52 per student

Includes cost of slip-sheet.

Editing Services

Service	All Levels
Online editing of student demographic data required for zero tolerance	\$2.60 per student

Invoice Dates

The dates that follow are the anticipated dates of invoicing.

Task	Invoice Date
A. Test Materials production or publication	1/15/03
B. Delivery of test materials to school districts	5/14/03
C. Test processing, scoring and analysis	7/15/03
D. Reporting of test results to school districts	7/30/03
E. Reporting to State including electronic files	8/15/03